

POSITION ANNOUNCEMENT

Job Title: Assistant Athletic Director of Communications and Marketing
Department: Athletics
Reports to: Athletic Director
Shift/Hours: 40 hours per week
Date Prepared: December 10, 2021

SUMMARY

This position is responsible for all aspects of sports information and marketing for the department, specifically focusing on intercollegiate athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reports news, scores, statistics, and other information to media outlets and conference offices as needed.
2. Responsible for Game Day Operations, coordination of Work Study, Officials, and Events Management.
3. Oversees all sports information staffing at all home events.
4. Develops game programs for all home sporting events.
5. Produces all athletic public relations materials, including press releases and media guides.
6. Updates and maintain the department's website.
7. Responsible for statistical compilation for each team including game, season and career statistics.
8. Promotes special events and recognition activities for intercollegiate athletics (Senior Days, Women in Sports Day, etc.).
9. Assists the Athletic Director in the implementing Athletics marketing & promotional initiatives in support of the department.
10. Oversees the in-game live production video at all home sporting events.
11. Assists the Advancement Department in fundraising activities for the athletic department.
12. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE: Bachelor's degree; three years coaching or playing experience at the collegiate and/or professional level, training; or equivalent combination of education and experience. Two (2) to three years' experience. Working knowledge of Microsoft Office.

TO APPLY: External candidates please complete the application on our website at madonna.edu. Please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to hr@madonna.edu.

Current employees please complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.